

# FRIDAY MEMO

*LEARNING FOR A SUCCESSFUL FUTURE*

## Term 3 Week 10

### MONDAY 21 SEPTEMBER:

- ❖ Team Meetings

### TUESDAY 22 SEPTEMBER:

- ❖ Rubbish Free lunch
- ❖ PTA Meeting: 7pm in the staffroom

### WEDNESDAY 23 SEPTEMBER:

- ❖ Wheels/Walk on Wednesday – WOW
- ❖ Board of Trustees Meeting: 6.15pm

### THURSDAY 24 SEPTEMBER:

- ❖ New Entrant Parent Meeting: 9.15 in the Technology Room
- ❖ Rubbish Free Lunch

### FRIDAY 25 SEPTEMBER:

- ❖ Last day of Term 3



**GROUNDS DUTY  
ROOMS  
1 & 15**

### GENERAL BUSINESS

- ❖ **Student Teachers:** These students are all first years and were in our school in March this year and return in **Week 10 for 1 week** and then for **2 weeks at the beginning of Term 4.**

<b>Alisia Bentley</b>	- will return to <b>Emma Castle.</b>
<b>Esther Tasi</b>	- who was also with Emma will go to <b>Audrey Cadness</b>
<b>Stephen Buck</b>	- was with Kelley Olsen, will be with <b>Pauline Nicholson.</b>

- ❖ **Reliever Forms:** Reminder that these forms need to be completed for Eileen **prior to the day** wherever possible.
- ❖ **Attention Budget holders:** You will have received the most up-to-date breakdown of funds available in your budgets. This year's budgets will be closed for 2015 at the end of Term 3 – 25/09/15. Should there be items that are still to be purchased from your Budget please discuss this with Virginia prior to purchasing.
- ❖ **House leaders:** Helping at start of NE meeting on Thursday 24/9.
- ❖ **Term 4 planner:** In baskets - please check and inform of any changes asap.
- ❖ **Professional Development:** Please send any PD to Jo for updating. Information required is: Course; Date; Staff; Child (benefit); Room; Reliever; and Cost.
- ❖ **Windows – Staffroom:** The low windows are locked for H&S reasons. Gary will open and close the top windows each morning and afternoon to allow airflow.
- ❖ **Hall:** The hall is looking great – some paint touch ups and fixing of curtains to be done.

❖ **2016 Class Update:**

<b>Y0/1</b>	4 classes	
<b>Y2</b>	4 classes	
<b>Y3/4</b>	6 classes	
<b>Y5/6</b>	5 classes	<b>19 classes Total</b>

**Advertised:** Year 2 Team Leader  
 Scale A Fixed Term Year 3  
 Scale A Fixed Term Year 6

<b>Reading Recovery</b>	Philippa Kelsall .4	
<b>ESOL</b>	Rhonwen Dewar .64	<b>1.4 of a teacher Total</b>

❖ **Holiday Clean** will take place in the early part of the 1<sup>st</sup> week of the holidays. A regular clean will be conducted at the end of the 2<sup>nd</sup> week of the holidays.

Staff Responsibility

- Move moveable furniture off vinyl (not file cabinets), min 1m from wall
- Move moveable furniture on the carpet, min 1m from the wall
- Create access to sills and ledges below 2m
- Clear desktop if you want it cleaned
- Chairs up as usual
- If you notice cleaning not done, put a note into Gary's basket

Cleaner Responsibility

- Vacuum all carpets
- Sweep, mop and buff vinyl
- Full clean of sills and horizontal surfaces below 2m
- Full clean of toilets and fittings
- Spot clean walls
- Damp wipe glass doors and frames
- At end of holidays vacuum and empty bins again

**Any other General Business**

**Acknowledgements**

***Thanks, Virginia***